

Survivors' Network

Application Form

DO NOT SUBMIT CURRICULUM VITAE WITH THIS APPLICATION FORM

Please complete this application form by typing or writing in black ink and return it to the address below.

If you fill this form in electronically, position cursor on grey text fields to insert text.

Confidential Application

FAO Aimee Pepper

c/o Suzanne Triviere

6A Pavilion Buildings

Brighton

BN1 1EE or

Email: [admin@survivorsnetwork.org.uk](mailto:admin@survivorsnetwork.org.uk)

|  |  |
| --- | --- |
| Closing Date | 9am on the 5th of June |
| Interview Date | 11th of June, *with a second round of interviews involving a children's panel on the 17th of June* |
| Position Applied for | Children’s Independent Sexual Violence Advisor  (CISVA) – fulltime 37 hrs pw |
| How did you hear of the opportunity? |  |

# **Personal Details**

|  |  |
| --- | --- |
| Last Name |  |
| First Name (s) |  |
| Address for Correspondence |  |
| Post Code |  |
| Daytime telephone no. |  |
| Evening telephone no. |  |
| Email address: |  |

Present or most recent work (Paid, voluntary or caring)

|  |  |
| --- | --- |
| Employer’s name and address |  |
| From: | To: |
| Employer’s telephone no |  |
| Position held |  |
| Salary |  |
| Principal Duties |  |

Previous Employment

Please include voluntary work and any other relevant experience

Please use additional sheets where required

|  |  |  |
| --- | --- | --- |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |
| Employers name: | From: | To: |
| Job title:  Principal duties: | | |

Education and Qualifications

Please give brief details of courses attended and examination results. Please indicate any language skills

|  |  |  |
| --- | --- | --- |
| School/College/University/Further Education | | |
| From: | To: | Examination results (subjects, levels/grade attained) |
| Professional Qualifications / Membership of Professional Bodies | | |
| From: | To: | Examination results (subjects, level/grade attained)  or membership details |
| Other relevant training courses attended | | |
| From: | To: | Qualification achieved (if any) |

This section of the form tells us about your skills, knowledge, experience and attributes. Please read the Job description and Person Specification. Describe how these relate to the criteria by giving clear examples. For example it is not enough to tell us that you are a good communicator, give us an example of a situation in which you had to deploy your communication skills and what the outcome was.

We have set out the criteria provided in the job pack below to detail how you meet the essential criteria. This makes it easier for our short listing panel. Please ensure that you give as much detail as you can under each of these headings. Do not rely on information listed in the previous sections.

Knowledge, skills and experience are not just gained through full time work. They can also be gained through voluntary work, part-time work, college or school based projects, job clubs, home life or hobbies etc.

Use extra sheets if you need to and make sure they are clearly marked with your name and the position you are applying for.

|  |
| --- |
| Essential criteria  Extensive experience and proven ability of communicating with children aged 13 and under where the child has experienced trauma; supported by a knowledge of child development and/or child psychology:  Knowledge and understanding of the issues relating to sexual violence:  Knowledge and understanding of the barriers children face in accessing services and how to address these:  Experience of providing user led advocacy to children or young people:  Experience of using risk and support assessment tools, and knowledge of child protection procedures:  Knowledge and experience of working within complex family dynamics and how they may arise and present, particularly when supporting a child who has experienced trauma and their family/carers:  Experience of working in multi-agency settings including statutory and voluntary services, with an ongoing commitment to partnership working:  Experience of maintaining confidential case files, founded in a working understanding of data protection and confidential working practices and how these apply to the advocacy role:  Ability to critically assess own performance and engage in reflective practice, including experience of using clinical supervision to support your work:  Excellent written and oral communication skills, including report writing:  Self-motivated and committed to personal development:  Clear focus on delivering high quality services:  Ability to function effectively in high-pressured situations:  Ability to think creatively and show initiative:  Computer literacy and experience of using an online case management system:  Car owner with full driving license and willingness to travel across Sussex as required by the post or able to reasonably demonstrate alternative travel arrangements:  Commitment to the aims and objectives of Survivors' Network:  Committed to self-care:  Commitment to anti-discriminatory practice and promoting equal opportunities for service users, staff and volunteers:  **Desirable Criteria**  Formal Advocacy training (ISVA or IDVA):  Experience of supporting children and/or young people through police and court processes, and knowledge of the workings of these processes:  Relevant professional qualification: |

References

Please give names and addresses of two referees. Where relevant, one of these should be either your present or most recent employer, college or school supervisor. (Friends and relatives may not be used as references)

|  |  |
| --- | --- |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Position: | Position: |
| Telephone No.: | Telephone No.: |
| Email: | Email: |

I declare that to the best of my knowledge the information given on this form is correct. I understand that any attempt to canvass members of the Management Committee or Recruitment Panel will lead to me being disqualified form the recruitment process. ****I declare that I have no close personal or other relationships with any existing member of staff of member of the Management Committee that may cause a conflict of interest.****

|  |  |
| --- | --- |
| Signature: | Date: |